

## **PMOPG Meeting Minutes**

**Date:** January 13, 2010

**Time:** 10:00 am

**Location:** Capitol Building, room 422

### **Attendees**

Chuck Diaz, PMO; Gary Poepping, ITSD; Kristi Antosh, MDT; Tammy Stuart, PMO; Mark Dousset, Axiom and Monica Abbott, ITSD.

### **New Member Introductions**

- Chuck Diaz planned on introducing Sharon Krzemien (OPI) and Jim Heidlebaugh (DPHHS) to the group but they were not available to attend the meeting.
  - All in attendance introduced themselves.

### **PM/Leadership Summit Status Update**

- Kristi Antosh reported there were not as many sponsors as they anticipated.
  - After discussions of options by the committee developing the Summit it was decided to rename it to Renew 2011 and focus on holding it in the spring of next year. Tammy Stuart will work with the hotel to obtain date options.
  - The focus from now until November will be on obtaining sponsors with the website activity altered to reflect the date change.
  - The committee will meet February 8 and then every other month after that until November. The final call will be made in first week in November if sufficient funding to continue.
  - Thus far, actual dollars were collected from only one sponsor. That sponsor will be contacted about returning their money and hopefully recollecting after July and before November.
- Kristi volunteered to stay on for now to continue with this project.

### **PMOPG New Name**

- A new name for PMOPG is to be decided.
  - Chuck explored the options to change the name.
  - Pat Boles was tasked to check laws of what was allowed for designations. Nowhere in the laws could Pat find why we could not be called group. Committees and councils are appointed.
  - Chuck suggested PMOAT (Project Management Office Advisory Team) or PMOAG (Project Management Office Advisory Group) and invited other suggestions. PMOAG was considered previously and the recollection was that the problem was with the word Advisory. Chuck and/or his team will follow up on that potential restriction.
  - PMOQMG (Project Management Office Quality Management Group) was another suggestion which Chuck had received before the meeting.

- Gary Poepping asked about the goal of the name change. Chuck stated the goal is to explain the purpose and activity of the group. Chuck would like to collect data from our team and submit it to the group from ITMC.
- Chuck called for a vote to pick a new name with the suggestions of PMOAG and PMOAT.
- **\*\*Action Item\*\***
- Kristi made the motion to use PMOAG as the name with PMOAT as a backup which Gary seconded.
  - The vote was unanimous.

#### **Charter for PMOPG (or new name)**

- Chuck's plan is to develop a charter & mission statement.
  - North Dakota has a charter that can be used as template for Montana.
  - A website for PMOPG needs to be developed for this group.
  - Chuck recommended that agencies to send representatives to the monthly meetings.

#### **Interim Statewide IT Business Process Interim Policy: Information Technology Project Management**

- Project Sizing Calculator was developed and should be posted by 1/15/10.
  - PMO is looking to consult with agency instead of demanding what to do for project
- Kristi handed out comments that her PM team at MDT compiled regarding the interim policy which will be attached to the minutes.
  - The business sponsor needs to be identified but not assigned. Submit through the process with Kevin Winegardner's comments after his review of security aspects. Chuck stated Kevin does the review.
  - Chuck stated he felt there should be an umbrella Project Management policy at the top. Group structured with emphasis on IT but wants emphasis to be on PM. Reasoning being that the Director of Administration could give direction in cabinet level discussions. Those in attendance did not feel this was a focus of the PMOPG since our interest was IT primarily.
  - IT PM policy is only as strong as policy that governs organization. The power of MITA regulation is behind this group.
  - Mark Dousset had a favorable opinion of policy.
    - Looking forward to seeing the project sizing matrix requirements. The projects consist of total budgets \$250 or larger. This means the discussion can consist of as little as a conversation or consist of as complex as a presentation.
    - The policy needs to be clarified. Risk assessment needs to determine whether PMO is to be involved.
    - Chuck would like meeting with Mark and vendors to discuss the policy.
  - There was a recommendation to hold general meeting with MITA.

- Motion for vendor conference with local vendors to introduce the policy and the website.
- **\*\*Action Item\*\***
- Kristi made a motion to replace the February PMOPG meeting with a meeting with vendors to introduce the interim policy and ITPMO website in order to have everyone on the same page and for vendors to be able to submit their input. Gary seconded.
  - The vote was unanimous.
- **Round Table**
- Kristi questioned the status of the PowerPoint training mentioned in the previous month's minutes. Pat/Chuck are still working on it and will make it available soon.
- Kristi questioned another item in the minutes "... if Project not updated every two weeks the status color will be changed..." Chuck clarified this would occur if there is no discussion between the Agency and the ITPMO agreeing to a different update schedule. Chuck stated the color will change unless someone goes in and makes an update or it qualifies for an exception per the discussion referenced.
- Mark asked about the goal of the MITA meeting on Thursday, 1/14 regarding Contractor/PM evaluations.
  - Chuck answered that the verbiage in the document indicates that the state is saying we cannot hold back the document. The document is a public document. Chuck is trying to use the document as a personnel document.
  - Chuck mentioned the state should have the ability to rate vendors and it should be announced whether vendors are performing or not. There should be accountability. Incentives should be included when project is assigned to vendor. Chuck would like to setup a monthly meeting with MITA and talk about staff augmentation. Chuck asked Brett Boutin to be there to talk about staff augmentation. Reviews could be used to show performance.
- Chuck is aware of budget constraints
  - Chuck would like to continue to have workshops. He would like to have Microsoft come in and do workshop on Microsoft Project. There would be a charge accordingly to cover room and food. Invitations would be extended to PMI, MT Contractors Association, and Blue Cross Blue Shield.
  - The ITPMO website would be used to advertise the workshops. Chuck would like to see groups supporting our workshops and mention us on their websites.

**Adjourn**